

KENTUCKY TRANSPORTATION CABINET/DIVISION OF ENVIRONMENTAL ANALYSIS BIOLOGICAL ASSESSMENT GUIDANCE AND ACCOUNTABILITY FORM

Baseline Prepared by: _____ <div style="text-align: center; margin-top: -10px;"> Author Firm </div>			
County:	Route:	Item No.:	
Description:			
Prime Consultant:			
Due Date:	Submittal Date:	Submittal Draft #:	Approval Date:

Instructions:

Baseline Prepared by: Name of author/firm that prepared the study. **County:** Name of county(ies) within which the project is located.

Route: Name of highway for which the project is intended. Include route designation and number as applicable (i.e. US 60, Winchester Rd.)

Item No.: Item number as it appears in the contract and Six Year Plan which corresponds with the project.

Description: Official description of the project as it appears in the Six Year Plan.

Prime Consultant: Name of the Phase I Design and Environmental Consultant (prime contract holder) for the project.

Due Date: Date that the project is due as agreed upon in contract negotiation.

Date of Submittal/Submittal Draft Number: Date of submittal and draft being submitted (1st, 2nd, 3rd) in appropriate sections.

Approval Date: Date baseline is approved by DEA (**DEA use only**).

For "Required" column: v indicates all applicable areas of focus (**DEA's responsibility**).

For "Completed" column: use Y for yes and NA for not applicable as necessary (**Consultant's responsibility**).

For "DEA" Column: DEA will use v for all areas that adequately address concerns, and "I" for those that are insufficient in coverage.

"Comment" page: Discuss supplemental information, guidance or instructions, if any, that required deviation from the checklist. Discuss all categories which contain "NA" in the "Complete" columns of this format. Comments regarding the content and format of this form and/or its applicability may also be submitted in the comments section.

"Commitments to be Implemented" page: Identify any commitments that are documented within the study. Specify the nature of the commitment, to whom it was or should be made, when the commitment should be enacted upon, etc.

"Mitigation and Special Issues" page: Identify mitigation measures that are specified within the report, if any. Also, identify any special issues that are addressed within the document that should be considered by the Project Team as it makes decisions regarding the project.

"Signature" page: Signatures of Prime Consultant and KYTC/DEA Environmental Project Manager/Reviewer will attest that the base study meets the requirements set forth in this checklist. Signatures of KYTC Project Manager and District Environmental Coordinator ensure that the findings of the report, including impacts to the project and mitigation measures have been presented to the project development team and are acceptable.

Completed form is to be delivered to KYTC with the document. Previous checklists for the document, or a copy thereof, shall be attached to the current checklist.

Required	Complete	DEA	CATEGORY
Insert check mark as appropriate			IDENTIFICATION OF LISTED SPECIES
√			<ul style="list-style-type: none"> Narrative describing the history of the federal endangered species coordination for the subject project. Paragraph must include the Kentucky Transportation Cabinet coordination dates, USFWS response dates, and the species listed by the USFWS and/or other commenting state and/or federal resource agencies.
			SPECIES STATUS
√			<ul style="list-style-type: none"> Narrative describing the status of each federally threatened/endangered species listed for the subject project. Narrative must include a historical account of each listed species, historic and current range of each species listed for the project, and habitat requirements for each species listed for the project area. Information for this section may be obtained from the " USFWS Recovery Plan" for the respective species listed for the project. Information about listed species may also be obtained by contacting recognized experts for the respective species and/or researching various sources of information.
			SURVEY METHODS
√			<ul style="list-style-type: none"> Describe the methods utilized to survey for the federally threatened/endangered species listed for the project area.
√			<ul style="list-style-type: none"> Conduct a literature and office review of the project area for information, which may be used during the field survey. Such work may include, but not limited to contacting state and federal resource agencies, recognized experts on specific endangered species, and review of various publications which may aid in the completion of the "Biological Assessment".
√			<ul style="list-style-type: none"> Evaluate habitat for each federally listed threatened/endangered species listed for the project area.
√			<ul style="list-style-type: none"> Sampling for federally listed threatened/endangered species completed according to guidelines established by the USFWS within the "Recovery Plan" for each species listed for the project area.
			SURVEY RESULTS
√			<ul style="list-style-type: none"> Description of the highway project provided.
√			<ul style="list-style-type: none"> Results from the literature and office review.
√			<ul style="list-style-type: none"> Describe the ecological habitat within the project corridor.
√			<ul style="list-style-type: none"> Discuss the suitable habitat for each federal threatened/endangered species within the project area.
√			<ul style="list-style-type: none"> Results from surveys for each federal threatened/endangered species provided.

Required	Complete	DEA	CATEGORY
Insert check mark as appropriate			MITIGATION OF IMPACTS TO ENDANGERED SPECIES <i>(This section is required only if federal threatened/endangered species are found to occur within the project area. If species are found to occur, mitigation measures will be added to the "Biological Assessment" to minimize potential impacts to federal threatened/endangered species. If federal threatened/endangered species are found not to occur or habitat is not present, there will be no need to attach mitigation measures to the "Biological Assessment.")</i>
✓			<ul style="list-style-type: none"> Mitigation measures added to the "Biological Assessment" based on the fact that the project may impact federal threatened/endangered species. Mitigation measures can be obtained through consultation with the USFWS.
✓			<ul style="list-style-type: none"> Mitigation measures added to the construction plans for implementation.
			CONCLUSION
✓			<ul style="list-style-type: none"> Conclusion provided based on the results from the field surveys.
			REFERENCES
✓			<ul style="list-style-type: none"> References provided within the report.
			EXHIBITS
✓			<ul style="list-style-type: none"> Sampling sites for all federal threatened/endangered species located on a topographic map with centerline for the project provided.
✓			<ul style="list-style-type: none"> Captures and/or finds of federal threatened/endangered species located on a topographic map with centerline for the project provided.
✓			<ul style="list-style-type: none"> Photographs for each federal threatened/endangered species sampling site provided and/or a photograph of the typical habitat within project area for each listed species.
✓			<ul style="list-style-type: none"> Photographs for each federal threatened/endangered species captured and/or found during the field surveys.
✓			<ul style="list-style-type: none"> Habitat for each federal threatened/endangered species delineated on a topographic map with centerline for the project provided.
✓			<ul style="list-style-type: none"> Habitat for each federal threatened/endangered species delineated on an aerial photograph with centerline for the project provided.
			TABLES
✓			Table showing the captures and/or finds for each federal threatened/endangered species during the field survey.
			APPENDICES
✓			<ul style="list-style-type: none"> Field data sheets appended to the report.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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SIGNATURE PAGE

I have reviewed the project documentation and attest that those responsible for its preparation are familiar with the requirements set forth in the checklist above and that proper management controls were in effect throughout the course of document development to assure that the document is complete, thorough and addresses all applicable checklist components.

Prime Consultant

Date

Recommended for Approval By:

KYTC/DEA Environmental Project Manager/Reviewer

Date

Team Review of Commitments

The findings of the report, including impacts to the project and project commitments, have been presented to the Project Team and will be considered during the development of this project.

KYTC/District Environmental Coordinator

Date

Project Manager

Date